

# ACKNOWLEDGEMENT OF PARTY STRUCTURE NOTICE

## PARTY WALL etc. ACT 1996 (SECTION 3)

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Devon Party Walls Ltd

### Party Wall etc Act 1996 Notice Templates

Notice templates are provided free of charge for domestic residential purposes only. They are not to be copied or used by commercial organisations without written permission from Devon Party Walls Ltd (DPWL).

Use of the forms is at your own risk and DPWL shall not be held responsible for any errors or omissions leading to losses or other consequences, either directly or indirectly.

Using the Notices as drafted may have the effect of appointing Andrew Lane as a 'surveyor' under Section 10 of the Act . Please contact us if you need further information on this point as fees may subsequently arise.

#### Notes on 'Notices' Generally

It is really important to ensure you use the correct Notice template for the work you intend to undertake. You can list multiple items of work on the same Notice provided they are covered under the same Section:-

- Section 1 Notice - New building on the line of junction (1 month notice)
- Section 3 Notice - For Section 2 works (repair etc of existing party walls, party fence walls or party structures) (2 months notice)
- Section 6 Notice - Adjacent excavation and construction (1 month notice)

You can issue subsequent Notices at any time but the notice period obviously resets.

Ensure all works are correctly identified and the descriptions are accurate and sufficiently detailed. Section 6 Notices in particular must be accompanied by plans and sections but it is good practice to include them with all Notices.

The Notices must be served by delivering to the owner in person or sending it by post to the last-known place of residence or place of business. Refer to Section 15 of the Act for further detail. Include a copy of the corresponding Acknowledgement form with the Notice to assist the process of responding.

ALL qualifying adjoining owners must be identified and ALL must receive the relevant Notices. Adjoining owners are Freeholders and can be Leaseholders as well. Section 20 provides specific details on the definitions.

#### Template Formatting

The templates have been formatted to make the completion as easy as possible.

- Click on the RED sections and start typing the necessary details.
- Where you see 'select' in the RED sections there is a DROP-DOWN box with the appropriate options

#### Further Help and Guidance

If you have any questions on completing the forms or other Party Wall queries please give us a call or send us an e-mail.

Phone: 07871 781964

email: [info@devonpartywalls.com](mailto:info@devonpartywalls.com)

web: [www.devonpartywalls.com](http://www.devonpartywalls.com)

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To be completed and returned to the Building Owner or the surveyor named on the Notice

*select 'I' or 'We'    insert your name(s) - as adjoining owner(s)*

of *insert your main postal address (where living currently)*

having received notice served by

*insert name(s) of building owner(s)*

of *insert building owner's main postal address (where living currently)*

in respect of proposed works at

*insert address of property where the work is proposed*

which adjoins *select 'my' or 'our'* premises known as

*insert the address of the adjoining property*

and in relation to the works proposed under Section 2(2)

*(delete two of the options marked \* below)*

\* hereby consent to the above works, **OR**

\* hereby dissent from the above works and, a dispute having arisen, concur in the appointment of

Mr Andrew Lane of Devon Party Walls Ltd  
5 Dagmar Road, Exmouth, EX8 2AN

as an Agreed Surveyor, **OR**

\* hereby dissent from the above works and, a dispute having arisen, appoint

*insert surveyor's name* of

*insert surveyor's practice and address*

as *select 'my' or 'our'* surveyor.

Signed: .....

.....

Adjoining Owner  
*(All Owners must sign)*

Print Name: .....

.....

Dated: *select date from this drop down box*